



College of Management Mahidol University

Academic Request Form

No.

To Whom It May Concern

Date/...../.....

Student ID. _____ Name _____ Major _____

Email _____ Mobile No. _____

Request for

1 **Major Change** | From major To major

2 **Postponement Request for Examination**

MGMG..... Course Name Sec..... Instructor Signature.....

3 **Leave of Absence** | (Term /

Students who have submitted the form requesting for leave of absence. You must pay the fee to maintain student status within 30 days after the semester begins. Otherwise, you will be out of CMMU student status.

4 **Refund** | Bank Name..... Book bank no.

Please attach Receipt, Copy of National ID and Copy of Book bank

5 **Add (A) / Drop (D) / Withdraw (W)** | (Term /

Course Code	Course Name	Sec.	A	D	W	Instructor Signature
MGMG						
MGMG						
MGMG						

Note. Request after end of provided period it course some fee and special authorize

6 **Other** _____

Reason for Request

Student Signature _____

Major Change		Leave of absence, Refund and Other request e.g. Termination of study, Postponement	
Comment	Signature	Comment	Signature
_____	_____	_____	_____
	Program chair (former)		Program Chair
_____	_____	_____	_____
	Program chair (new)		Program Director

This is not the normal college rules and regulation.

Academic affairs cannot approve this request.

_____ Academic Affairs